

B-207

25X1

CONFIDENTIAL

11 December 1953

REPORT FOR THE WEEK OF 7 - 11 DECEMBER

To: Director of Training

From: Management Training Division

Accomplishments

Completed the first course in the Human Resources Program for the top management group in the Agency. The following 19 individuals

25X1

Colonel L. K. White.

General

I shall be in New York from 13 through 18 December attending the AMA Management Course, - during the day, 9 - 5, at the Hotel Astor; in the evening at the Hotel New Yorker. [] is responsible for the Division.

25X1

I had a very interesting meeting with Messrs. White and [] Administrative Office, LO, today regarding strong implementation of the Human Resources Program in LO in connection with their own efforts to smooth out operations, vitalize personnel management, and generally improve administration. I will follow up on this after 20 December, when I shall have the opportunity to discuss the summary report on the H. R. Program in LO with Mr. Garrison.

25X1

I believe that it is of the greatest importance that we exert all possible pressure to secure air conditioning in Wing Eye, 2nd. Floor, Curie Hall, at the earliest possible opportunity. June will be here before we know it. Air conditioning is an absolute prerequisite for instruction in Curie Hall after 1 June 1954.

25X1

25X1

Chief, Management Training Division

cc. []
Mrs. []
Mrs. []

CONFIDENTIAL

25X1